



Kings Copse Primary School

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Headteacher: Mrs Hayley Ferguson

Returning to school September 2020

Thank you for your patience while we have made final tweaks to our plan for school being open after the summer holidays. We are now in a position to be able to share the plan with you. You will notice that many of the arrangements are the same or similar to what they have been for the last few weeks, so we hope this all makes sense. If you have any questions or queries, they can be fed in through the teacher email addresses or the admin email address. We will then compile a FAQ document with answers that will be sent out as required throughout the summer holidays.

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups (apart from YR), will return to school full-time from the beginning of the autumn term – Monday 7th September 2020 (3rd and 4th September – INSET days).

Our planning is underpinned by the Department for Education's advice on effective infection protection and control. Kings Copse Primary School will adopt measures and ensure compliance with the statutory elements. The aim is to minimise the risks, whilst acknowledging that we cannot negate them entirely. The full plan is available for you to read on the school website.

Your child must not attend school if they have symptoms or someone in their household has symptoms.

Symptoms of Covid-19: High-temperature; new, continuous cough; loss or change to sense of smell or taste

- If your child or someone in their household has any of these symptoms they must not attend and self-isolate for 14 days
- If a child starts to display any of these symptoms, you will be contacted immediately and need to collect your child. We have a designated room where your child will wait to keep them safe. A member of staff will need to wear PPE at this time – a mask, gloves and an apron. Your child will then need to self-isolate for 7 days and their household for 14 days.
- If a member of a bubble tests positive for Covid-19 then the school contacts Public Health England who will guide the school as to who else should self-isolate. We will make families of the bubble aware of anyone presenting symptoms/ with a positive test result.

In order to minimise the number of adults entering the site we have had to put a few measures into place:

- **Different drop-off and pick-up times**
 - Year R and Year 1 (Acorns, Conkers and Pinecones) 8:40am - 3:10pm
 - Year 2 8:50am – 3:20pm
 - Year 3 8:40am – 3:10pm
 - Year 4 8:45am – 3:15pm
 - Year 5 8:50am – 3:20pm
 - Year 6 8:55am – 3:25pm

- One adult only should attend the school site to drop-off and pick-up. You will be asked to drop your child at the gate and then leave the site immediately. As there will be more children than during the summer term it is important that people do not loiter on the site when they do not need to.
- Adults from the children's bubble will be visible and greet the children.
- Members of staff will be available outside the front of school at drop-off and pick-up times. The school office should not be accessed unless through prior arrangements.
- If you have more than one child in different year groups please drop them off and pick them up at the earlier times.
- Please try not to arrive early or late to support social distancing.

During the day different measures will also be in place:

- Children will be in bubbles – these will be their classes (maximum 30).
- Regular handwashing for 20 seconds will take part as part of each bubbles' timetables e.g. when they enter school, between activities, before and after lunch, after sneezing or coughing, before leaving school.
- We will follow the catch it, bin it, kill it guidelines and be using bins with lids on.
- Frequently touched objects and surfaces will be cleaned more regularly than usual.
- Each bubble will have its own playtime and not mix with other bubbles.
- Lunch will still be 12-1 but bubbles will be kept socially distanced from each other.
- The corridor will have a one-way system in place.
- Children will use their outside doors to walk around to the toilets to avoid the use of communal corridors as much as possible. An adult from their bubble will also check that the toilets are empty before use to ensure bubbles do not mix. The toilets will be cleaned at lunchtime and after school daily.
- Children will need to wear their school uniform. There is not a requirement to have clean clothes on every day. Normal washing arrangements apply.
- Children need to bring a water bottle each day as the water fountains will not be used. This will need to go home each day.
- Children will be able to take reading books and library books home now – the books will be quarantined for 72 hours on their return.
- Children may bring a packed lunch or choose a hot meal.
- Children should not bring anything else apart from the necessities.
- There will be no assemblies in the hall, they will take place in the classrooms with the bubble only.
- Basic first-aid will be administered in the bubble but all head injuries and anything more serious will be treated in the school office.

Breakfast and After School Club

- Kings Copse will continue to provide Breakfast Club. Children will be separated more than usual to ensure distance between them since they will represent different bubbles.
- Breakfast Club until the end of September will be limited to 15 children only. These places will be offered as priority spaces for children of key workers. Please contact the office through the adminoffice@kingscopse.hants.sch.uk to reserve a space.
- Breakfast club will run from 8 – 8.40am. Children will then go round to their class bubbles.
- After School Club will re-start in September, run by Hedgehogs. It will run from 3.20pm – 6pm. They will be following the guidance to enable additional cleaning and separation of children as much as feasibly possible. Please communicate directly with Hedgehogs if you wish the arrangements to be clarified.

The Government's plan is that this full time education will therefore come with the expectation that penalty notices should be served if attendance is not able to be authorised. This is why we have completed an extensive risk assessment to plan to open school in this way, to ensure that we are following all the rules to make it safe.

Our risk assessment document will be published on the school website if you wish to view it and we are happy to respond to any questions that you may have, either before the end of the term or during the summer holiday. Please do let us know if there is anything that you wish to be clarified.

We would like to thank you for your ongoing support during what has undoubtedly been very challenging times for everyone. We are glad to continue to be working with you in partnership to keep your children, our school, our staff and their families safe.

Kind regards,

A handwritten signature in black ink, appearing to read "Hayley Stern", followed by a long, horizontal flourish.